DIGIMERGE

Right for Business

DH100 SERIES

Digital Video Surveillance Recorders

QUICK SETUP GUIDE

PACKAGE CONTENTS:

1 x DIGITAL VIDEO RECORDER WITH PRE-INSTALLED HDD*
1 x POWER ADAPTER
1 x USB MOUSE
1 x REMOTE CONTROL
1 x USER MANUAL
1 x QUICK START GUIDE
1 x SOFTWARE CD
1 x OCTOPUS CABLE (16-CHANNEL ONLY)

ATTENTION:

- **This guide refers only to the DVR set-up.**
- **DVR Model, Number of Channels/ Port configuration and HDD (hard disk drive) capacity may vary by model. Check your package for specific content information.**
- **Monitor and Cameras are not included.**
- **Broadband Router and Computer are required for local and remote monitoring (not included).**

www.digimerge.com

Toll free tech support available after completing product registration. For more information on this product, firmware updates, warranty and accessory products, please visit:

www.digimerge.com

* For setup of Instant Mobile Viewing refer to your User Manual.

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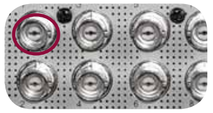
STEP 1

BASIC INSTALLATION GUIDE
Time: 20 minutes | Tools | Skills - Easy

Basic Setup

Connecting Cameras (not included)

1 Connect BNC cameras to the BNC ports (Video Input) on the rear panel.
NOTE: Test the cameras prior to selecting a permanent mounting location by temporarily connecting the Cameras and Cables to your DVR.



16-channel only: Connect the single end of the Octopus cable (included) to the Camera IN port on the rear panel. Connect BNC cameras to Octopus cable.

Connecting the USB Mouse

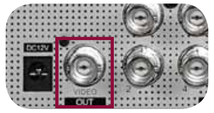
2 Connect the mouse to the USB mouse port on the front or rear panel.

Connecting a Monitor (not included)

3a Connect the VGA cable (not included) from your LCD monitor to the VGA port on the rear panel of the DVR.

OR

3b From the VIDEO OUT port connect a BNC terminated cable (not included) to a TV or a CCTV monitor.



Connecting the Ethernet Cable

4 Connect one end of the Ethernet cable (not included) (for remote monitoring) to an available LAN port of your router (not included) and the other end to the DVR's Network Port.

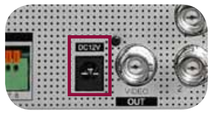
STEP 1 (Continued)

BASIC INSTALLATION GUIDE
Time: 20 minutes | Tools | Skills - Easy

Basic Setup

Powering ON the DVR

5 Connect the power cable to the DC 12V port on the rear panel and the power cord into an electrical outlet. At startup, the system performs a basic system check and runs an initial loading sequence. After a few moments, the system loads a live display view.



Managing Passwords

6 **The default system password is 000000.** However, you do not have to enter a password upon initial startup. You can configure the system password through the **Main Menu>SYSTEM SETUP.**

To enable the system password:
1. Using the mouse, right-click in the main viewing window, and click **Main Menu** ().
2. Click **System Setup.**
3. Select the **Password Auth** checkbox.
4. Right-click and click **Yes** to save your settings.
For more details, please refer to the user's manual.

Setting the Date & Time

7
1. Using the mouse and in the main viewing mode, rightclick to open the quick menu.
2. Click **Setup** ()>**Main Menu** ()>**System Setup**().
3. From the **SYSTEM SETUP**, click **Date/Time Setup**.
4. Click **Change Date & Time.**
5. In the calendar, select the year, month and date. Click the field under **"Time"** and enter the current time.
6. Right-click and click **Yes** to save your settings.

NOTE: It is highly recommended to set the time on the system prior to doing any recording. All recording must be stopped on the system in order to set the time.

Using the Remote Control

8 For details, please refer to the User Manual.

STEP 2

BASIC INSTALLATION GUIDE
Time: 20 minutes | Tools | Skills - Easy

Navigation & Controls

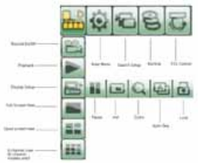
Using the Main Menu

1 To open the Main Menu:
- Using the Remote Control: Press the **MENU** button.
- Using the Mouse: Right-click in the main viewing window >**Main Menu** ().

1. Record Setup
2. Event Setup
3. Scheduled Setup
4. Camera Setup
5. PTZ Setup
6. Network Setup
7. System Setup
8. Utilities

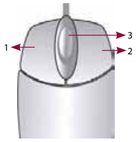
Using the Quick Menu

2 The Quick menu gives you access to the system's key functions. To access the Quick Menu, right-click the screen during live view.



Using a Mouse

3 **1. Left-Button:** While in a split-screen display mode, double-click an individual channel to view it in full-screen. Double-click again to return to the split-screen display mode.
- While navigating menus, click to open a menu option.



2. Right-Button:
- During Live View: Right-click anywhere on the screen to open the Quick Menu.
- **Within system menus:** Right-click to exit menus.

3. Scroll-Wheel: Not used.

Front Panel

4
1. **USB Port:** Connect a USB flash drive, mouse, HDD, or optical drive for critical data backup; connect a USB flash drive for firmware upgrades.
2. **IR receiver:** IR receiver for the remote control. Keep the IR receiver clear from obstructions. If your remote does not respond to the DVR, ensure the IR receiver is not blocked by objects.
3. **Indicators:**
- **PWR:** Glows red to indicate the system is on.
- **REC:** Glows red to indicate system is recording.
- **NET:** Glows orange to indicate network is active.

Adjusting system values

5 There are several ways to adjust system values.
Adjusting Values:
For certain menus, click the + or - symbol to change the values.
Inputting numbers or letters:
When you click a text field, the number or text pad appears, depending on the menu.

Congratulations! You have completed STEP 1 & 2 successfully. Your DVR is now ready to use. Refer to the User's Manual to learn how to record,playback and use all other features available with this DVR.

STEP 3

BASIC INSTALLATION GUIDE
Time: 20 minutes | Skills - Easy

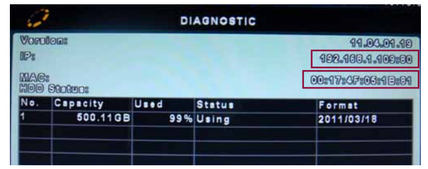
Setup Local Viewing on your PC

This step relates to remote viewing over the LAN (local area network) by using a PC located on the same network as that of the DVR.

Retrieve the DVR Information

1 **To find your IP and MAC address using the remote control:**
- Press the 10+ button (4/8-channel); press the 10+ button 2 times (16-channel).

To find your IP and MAC address using the mouse:
1. Right-click in the main viewing window, and click **Main Menu** () **>Utilities>Information.**



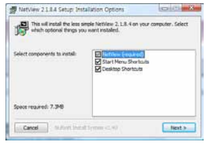
Record the information in the section below:
IP ADDRESS: _____.____.____.____
MAC ADDRESS: ____:____:____:____:____:____
PORT: 80
(Required for DDNS registration)

Install Software (LOCALLY):

2 Insert the included Digimerge software CD into your computer's CD/DVD-R drive. Within the CD menu, click the **Install CMS-DH** button. You will be redirected to the DH100 product page. Look for the **CMS-DH.exe setup file** to install the software.

CMS-DH Central Management Software (LOCALLY):

3 Follow the installation screen to complete CMS-DH Software installation.
CMS-DH is a central management software that allows you to view and manage up to three hundred DH100 series DVRs.



NOTE: You may receive installation warnings. This is normal. Accept the security warnings to continue.

4 Click **Yes** to restart the computer when prompted.
A **shortcut icon** appears on your desktop.

STEP 3 (Continued)

LOCAL VIEWING INSTALLATION GUIDE

Time : 30 minutes | Hardware PC/Router | Skills - Intermediate

Setup Local Viewing on your PC

Run CMS-DH Software (LOCALLY):

NOTE: Make sure you have connected the DVR to your network and have the DHCP turned ON.

5 1. Double-click the **CMS-DH** icon on the desktop.

The **CMS-DH** main screen opens.

Live Viewing using CMS-DH Software (LOCALLY):

6

To add a DVR to CMS-DH:

1. Click **Device.**
2. Click **Scan** to locate connected DVRs on the network.
3. Click on the DVR you wish to add to CMS-DH, and then click **Apply->OK.**
   • The DVR appears on the left panel.
4. Click on the DVR you want to connect, and click the **Offline** button.
5. Double-click the name of the DVR to connect to the system.

LOCAL LIVE SITE

Double-click to connect to DVR

NOTE: To add another DVR from the network, you must click the Online button to disconnect the DVR. Then repeat steps 1-5 to add the new DVR.

NOTE: If you have changed the default password of the DVR, you must select the DVR from the list, then manually re-enter the new password in the Password field, and then click Apply and then OK.

Congratulations! You have completed Step 3 successfully. You can now view, playback video on your Local Computer via LAN (local area network).

STEP 4

REMOTE VIEWING INSTALLATION GUIDE

Time : 60 minutes | Hardware PC/Router | Skills - Advanced

Setup Internet Remote Security Monitoring

Port Forward your Router (manually):

1 Port forward your router first before proceeding with the set-up. You must forward Port : 80

TAll routers are different. To port forward your router, please refer to your router's user manual.

An example of a port forwarding screen is shown for illustration purposes.

Port: **80**

EXAMPLE

Port Range

Application	Start	End	Protocol	IP Address	Enable
Web	80	to 80	Both	192.168.1. 12	☑

DDNS (Dynamic Domain Name System) Set-up:

2 Open your web browser (Internet Explorer by default) and enter http://ddns.digimerge.net in the address bar.

http://ddns.digimerge.net

Create Account:

3

Click the **"Create Account"** button.

4 Complete New Account Information

1. Complete the **Account Information** fields with your personal information. Complete the Warranty Information with your purchase details.
2. Complete the System Information fields.
3. **Product License (Code):** Select your product model from the Product License drop down menu. (e.g. DH200/100 Series)
4. **MAC Address:** The physical address of your system on your network.
5. **URL Request:** Enter a unique URL name (e.g. tomsmith). **NOTE:** URL name should not be more than 15 characters.
6. Click **Create New Account** to create a new account and save your settings.
7. **Your Account** information will be sent to you at the email address you provided earlier.

STEP 4 (Continued)

REMOTE VIEWING INSTALLATION GUIDE

Time : 60 minutes | Hardware PC/Router | Skills - Advanced

Setup Internet Remote Security Monitoring

5 Registration Email:

An automated REGISTRATION CONFIRMATION EMAIL will be sent to your email. Print and Save this confirmation. You will need this information to access your System remotely.

Service Provider: dns1.digimergeddns.net
Domain Name: tomsmith.digimergeddns.net
User ID: tomsmith
Password: (your password)

EXAMPLE

6 Enter DDNS Set-up on your DVR:

ATTENTION: You MUST enter your DDNS information LOCALLY before attempting remote access.

1. Open the **MAIN MENU** and click **NETWORK SETUP>DDNS SETUP.**
2. Select the **Enable DDNS** checkbox.
3. Under **DDNS Server**, select **DIGIMERGE.**
4. Enter the following:
   • **DOMAIN NAME,** enter only the **first portion of your DDNS domain** from the confirmation email. For example, if your domain name is "tomsmith.digimerge.net", you only need to enter "tomsmith" in the text field.
   • Under **USER ID,** enter your **Digimerge DDNS user name.**
   • Under **PASSWORD,** enter your **Digimerge DDNS password.**

NOTE: Obtain your Digimerge DDNS user name and password from the confirmation email.

5. Under **DDNS Test,** click the **Start** button to test the connection. If you receive a **"succecss"** message, then DDNS is properly configured.
6. Right-click and click **Yes** to save your settings.

7 Install Software (on your remote computer):

Insert the included Digimerge software CD into your computer's CD/DVD-R drive. Within the CD menu, click the **Install CMS-DH** button. You will be redirected to the DH100 product page. Look for the **CMS-DH.exe setup file** to install the software.

Refer to Step 3, Section 3 - 5 for software installation.

STEP 4 (Continued)

REMOTE VIEWING INSTALLATION GUIDE

Time : 60 minutes | Hardware PC/Router | Skills - Advanced

Setup Internet Remote Security Monitoring

8 Adding a DVR using a DDNS Address:

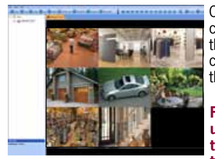
ATTENTION: You MUST enter your DDNS information LOCALLY before attempting remote access. DVR should be disconnected from CMS-DH Software.

1. Click **Device**
2. In the Device manager window, click **Add**
3. Beside the Type drop-down menu, select **DVR**
4. Enter the following into the blank fields:
   • **Name:** Enter the DVR name of your choice.
   • **IP/DDNS:** Enter the **DVR's DDNS** address (for example tomsmith.digimerge.net)
   • **Port:** Enter the DVR's port number (by default, port **80**)
   • **User:** Enter the DVR's user name (by default, **admin**)
   • **Password:** Enter the DVR's password (by default, **000000**)

NOTE: Obtain your Digimerge DDNS user name and password from the confirmation email.

5. Click **Apply->Ok.**
6. Click the **Offline** button to connect to the DVR. Double-click the DVR icon to begin viewing.

9 Live Viewing using CMS-DH Software (REMOTELY):



REMOTE LIVE SITE

Once you have added the DVR, you can add multiple DVRs and view them in the tab. To switch DVR, click on the tabs near the top of the window.

For Instant Mobile Connectivity using a Smart Phone, refer to the User's Manual. Make sure to complete Port Forwarding Step 4.

Click the tab to switch DVR

Congratulations! You have completed Step 4 successfully. You can now connect over the internet to view and playback video.

STEP 5

REMOTE VIEWING INSTALLATION GUIDE

Time : 60 minutes | Hardware PC/Router | Skills - Advanced

Remote Viewing on a Mac or a PC

Prerequisites
• Port 80 (or whichever port your system is using) must be port forwarded to your router.
• You must create a DDNS account, and have the DDNS settings configured in your DVR.
• The DVR must have internet access.
• You must have a Digimerge DDNS address to log in remotely.

1 On the Mac:

You can remotely connect and configure your DVR using the Safari browser in Mac OSX 10.6 or above.

Installing iDVR:

1. In the **Safari** address bar, enter your system's IP address or your Digimerge DDNS domain followed by :80 — for example, **http://192.168.1.1:80 or http://tomsmith.digimerge.net:80** **NOTE:** You MUST include http:// in order to access your system.
2. Click **Download DVR Remote Desktop (Mac OSX 10.6 or above).** Wait for the file to download.

• The file saves into your Download folder.
3. Double-click the file

to extract the contents. The file extracts into the iDVR icon ( ). To **Configure and launch iDVR,** refer to the instructions from the User's Manual.

2 On the PC:

Along with the CMS-DH remote client software, you can also view your system remotely using Internet Explorer (version 7 or later recommended). Remote viewing through Internet Explorer allows for viewing from up to three simultaneous connections. **NOTE:** Remote viewing is only compatible with Internet Explorer. Mozilla Firefox, Opera, Safari and other browsers are not supported.

To view your system using Internet Explorer:

To view your system using Internet Explorer:

1. Open Internet Explorer.
2. In the address bar, enter your system's IP address or your Digimerge DDNS domain followed by :80 — for example, **http://192.168.1.1:80 or http://tomsmith.digimerge.net:80**

NOTE: You MUST include **http://** in order to access your system.

3. Enter the system user name and password (by default admin / 000000). Click **OK** to log in.
4. Click **Internet Explorer 6,7,8.**
5. Click the warning bar and select **Install This Add-on for All Users on This Computer.**
6. Click Install to continue.
7. Live viewing starts after the software installs.

NOTE: The interface and functionality is identical to the local menu.